

HOWARD COUNTY HEALTH DEPARTMENT  
DIVISION OF ENVIRONMENTAL HEALTH  
120 EAST MULBERRY STREET, SUITE 210  
KOKOMO, IN 46901-4657  
Phone (765) 456-2403 Fax (765) 456-2417

## EVENT APPLICATION

This completed event application is due in the Health Department before 4:00 p.m. at least one week prior to the opening date of the event.

APPLICATIONS FOR VENDORS' TEMPORARY RETAIL ESTABLISHMENT PERMITS MUST BE RECEIVED AND REVIEWED BY OUR OFFICE AT LEAST ONE WEEK PRIOR TO THE PLANNED OPENING DATE OF THE EVENT.

Application Date \_\_\_\_\_

Event / Festival \_\_\_\_\_

Event / Festival Location \_\_\_\_\_  
(Address if applicable)

City / State / Zip \_\_\_\_\_

Event Coordinator \_\_\_\_\_ Phone \_\_\_\_\_ Fax \_\_\_\_\_

Person in Charge \_\_\_\_\_ Phone \_\_\_\_\_  
(of organizing the food booths)

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Opening Date of Event \_\_\_\_\_ Start Time \_\_\_\_\_

Days / Hours of Operation \_\_\_\_\_

Number of People Expected Daily \_\_\_\_\_

Number of Food and Beverage Stands \_\_\_\_\_

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PLEASE COMPLETE THE LIST ON THE REVERSE ~~SIDE OF THIS FORM~~, IDENTIFYING EACH FOOD VENDOR, CONTACT PERSON, AND ~~PHONE NUMBER FOR THE VENDOR~~. IF YOU UTILIZE A DIFFERENT FORM THAT INCLUDES THIS INFORMATION, YOU MAY ATTACH IT TO THIS APPLICATION.

The Howard County Retail Food Establishment & Bed and Breakfast Establishment Ordinance 2005 BCC-22 states that it is unlawful for any person to operate a Retail Food Establishment and/or Temporary Retail Food Establishment in Howard County, without first obtaining a valid permit from the Health Officer. The valid Permit must be posted in a conspicuous location in the Establishment.



NAME OF ESTABLISHMENT	CONTACT PERSON	PHONE NUMBER
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____
4. _____	_____	_____
5. _____	_____	_____
6. _____	_____	_____
7. _____	_____	_____
8. _____	_____	_____
9. _____	_____	_____
10. _____	_____	_____
11. _____	_____	_____
12. _____	_____	_____
13. _____	_____	_____
14. _____	_____	_____
15. _____	_____	_____



Vendors must have access to potable water from an approved source during the event. Wastewater, grease, and food debris must be disposed of according to all applicable laws.

SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_